Summary of Directors Responsibilities

Summary of commitments

There is a considerable time commitment required for Paddle Cymru Directors. The list below is a representative description of what Directors have been asked to commit over the past year.

• Board Meetings	Attend 6 board meetings a year plus the AGM. Typically, these have been at least ½ a day. They have been held on a weekday but could also be at a weekend. The venue is normally in or near Cardiff, but they could be anywhere in Wales with at least some being held in the North and West so travelling time should also be considered.
• Paddle Cymru Board Workshops or Extra Meetings / Sub committees.	Attend 2 to 4 of these a year to debate and develop specific items such as Strategy, M&A, Roles & Responsibilities, Candidate Interviews. Typically, these have been a full day once travelling is included.
• Sport Wales Workshops	Attend 2 to 4 of these a year to receive training on aspects of board behaviour and governance such as Self Assurance, Employment, Finance, and Equality Standards. Typically, these have been a full weekday once travelling is included.
• Board lead meetings & workshops and working groups	If a director has the lead for an aspect of governance or they are part of a working group, they will need to allocate time to this over & above the commitments shown above. This can range from reading and responding to correspondence in a timely fashion to setting up and attending meetings, training and workshops. The time commitment varies considerably by individual but you should expect this to be at least a few hours each week for email & phone plus a minimum of 4 to 6 days per annum.
• Paddle Cymru Board attendance at events and workshops	All Paddle Cymru Board members try to attend paddlesport events as they are held throughout Wales. You can expect this to be a minimum of 4 events per annum at different venues and times.

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Legal responsibilities

Please see this website for official guidance on Directors' legal responsibilities:

https://www.gov.uk/running-a-limited-company/directors-responsibilities

In summary, as a director of a limited company, you must:

- Try to make the company a success, using your skills, experience and judgment
- Follow the company’s rules, shown in its articles of association
- Make decisions for the benefit of the company, not yourself
- Tell other shareholders if you might personally benefit from a transaction the company makes
- Ensure the company keeps records and reports changes to Companies House and HM Revenue and Customs (HMRC)
- Ensure the company’s accounts are a ‘true and fair view’ of the business’ finances

You may be personally liable for Paddle Cymru’s business liabilities and be fined, prosecuted or disqualified as a company director if you don’t follow the rules.